

United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Animal and Plant Health Inspection Service
Grain Inspection, Packers and Stockyards Administration

Directive

3010.2 5/31/96

MARKETING AND REGULATORY PROGRAMS ISSUANCE SYSTEM

1. **PURPOSE**

This Directive establishes the Marketing and Regulatory Programs (MRP) Issuance System.

2. **COVERAGE**

The October 20, 1994, United States Department of Agriculture (USDA) reorganization created the MRP consisting of the Animal and Plant Health Inspection Service (APHIS), Agricultural Marketing Service (AMS), and Grain Inspection, Packers and Stockyards Administration (GIPSA). GIPSA consists of two formerly independent agencies--the Federal Grain Inspection Service and the Packers and Stockyards Administration. Only those functions that were consolidated by the reorganization will be covered by MRP issuances:

- a. Administrative Services;
- b. Finance;
- c. Personnel; and
- d. Travel.

All functions retained within the agencies will continue to be covered by each agency's issuance system.

3. **AUTHORITIES**

- a. Federal Information Resources Management Regulation 201-9.103, issued by the General Services Administration.
- b. Departmental Regulation 0100-1, Departmental Directives System, issued by USDA, Office of Information Resources Management (OIRM).

Distribution: G03, F30, G10, G13, G07

OPR: APHIS, ITS

- c. Departmental Regulation 0120-1, Departmental Directives Classification System, issued by USDA, OIRM.

4. **DEFINITIONS**

- a. MRP Issuances. Documents by which managers communicate MRP policies and procedures to employees. They initiate or govern actions, conduct, and procedures; or explain benefits and how to

obtain them.

- b. Directives. Permanent issuances that are in force until canceled. Directives are used to issue delegations of authority, basic policies, and operating instructions. Directives can be changed without reissuing or reprinting the entire issuance.
- c. Notices. Temporary (not to exceed 1 year), one-time issuances that normally address a single subject or action, establish short-term programs or interim procedures, or make announcements. Notices cannot be changed.
- d. Manuals/Handbooks. Permanent issuances which give technical guidance and detailed procedures on a particular subject or function, generally of the type that must be referred to on a daily or frequent basis. Manuals/handbooks can be changed without reissuing or reprinting the entire issuance.
- e. Issuance Changes. Replacement pages for less than 40 percent of a directive or manual/handbook. An entire directive or manual/handbook must be reissued when more than 40 percent is changed or when the directive is shorter than 4 pages.

5. **POLICY**

It is MRP policy to publish shared MRP issuances through a unified system with a focus on consolidating and reducing the number of issuances, while ensuring that agency-unique issuance requirements also are met. Employees will be provided with clear, concise, and timely issuances to effectively implement MRP responsibilities. All formal statements of MRPwide policy and procedures will be included in the MRP Issuance System. Any changes to the MRP Issuance System will be agreed upon and approved by the three MRP agencies.

6. **CLASSIFICATION NUMBERING SYSTEM**

- a. MRP adopts a modification of the USDA directives classification numbering system. Numbering will consist of 4 digits in conformance with the Department's numbering pattern, and will align with other Government regulations as much as possible.
- b. MRP issuances will be identified by classification/series/number, as listed below:
 - (1) 1000 Series - MRP Organization, Authorities, Administration.
 - (2) 2000 Series - Finance and Travel.
 - (3) 4000 Series - Personnel.
 - (4) 5000 Series - Property, Acquisition, and other Administrative Services.

7. **RESPONSIBILITIES**

- a. The Deputy Administrator for Management and Budget (M&B), APHIS, MRP, will:

- (1) Approve and sign all MRP issuances except for those containing financial policy.
 - (2) Sign the APHIS Form 3, Request for Clearance/Approval of Issuance, certifying approval.
 - (3) Delegate signature authority to individuals acting for the Deputy Administrator.
- b. The MRP Controller will approve and sign all MRP issuances containing financial policy.
 - c. Clearance Officials designated by each agency will review and indicate their agency's program approval by initialing all MRP issuances prior to the Deputy Administrator's signature.
 - d. The Director, Management Services Division, M&B, APHIS, MRP, through the Issuance Staff, Information Technology Services (ITS), APHIS, will direct the management of the MRP Issuance System.
 - e. Originating Offices will notify the Issuance Staff, ITS, APHIS, when a proposed issuance is to be written. The Issuance Staff, ITS, APHIS, will notify the AMS Information Management Branch and the GIPSA clearance officials. If requested by managers in the agencies, the originating office will establish a team to work on a proposed issuance.
 - f. The Issuance Staff, ITS, APHIS, will:
 - (1) Review and edit MRP issuances for format, style, clarity of expression, grammar, etc.
 - (2) Ensure that FORMAL clearances are obtained.
 - (3) Provide originating offices with comments from clearance officials.
 - (4) Review final submission after concurrence by agency clearance officials.
 - (5) Forward final issuance to the Deputy Administrator, M&B, APHIS, MRP; or the MRP Controller, for signature.
 - (6) Forward signed issuance to Printing, Distribution, and Mail Section, MSD, M&B, APHIS, MRP, for distribution.
 - (7) Prepare issuance for electronic distribution.
 - (8) Maintain historical files of issuances.
 - (9) Prepare and issue quarterly checklists and updated indexes.

8. **INQUIRIES**

Inquiries regarding this Directive should be directed to the Issuance Staff, ITS, APHIS, as follows:

Telephone: 301-734-5359/7477
 Groupwise: JKunz or CSickles
 Internet: JKunz@APHIS.USDA.gov
 CSickles@APHIS.USDA.gov

/s/
Deputy Administrator
for Management and Budget